

Life Safety & Property Protection Advisory Board

Policy & Procedures for Certification

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General Requirements for Technician and Specialists

A copy of the training certificate must accompany an application for an initial individual license.

Each initial endorsement requested must have its own training certification documentation.

All Technical Training and/or testing for licensing qualification must include an exam with a pass/fail result.

An individual is not eligible to perform Life Safe and Property Protection work until he receives a valid license from the Office of the State Fire Marshal.

Approved certification courses offered online are accepted with the requirement that the course exam must be proctored.

The Life Safety and Property Protection Advisory Board will only consider submitted courses for initial certification and continuing education. It will not review or consider an individual's work experience as an equivalent to the listed approved courses.

Technician and Specialist Initial License Certification Requirements

1. LIFE SAFETY TECHNICIANS

A. SPRINKLER INSPECTION TECHNICIAN

1. A provisional license will be issued for the first year;
2. By the first renewal date one of the following must be obtained:
 - a. National Institute for Certification of Engineering Technicians (NICET) 1 Certification in Inspection and Testing of Water Based Fire Protection Systems; or
 - b. Oklahoma State University (OSU) Sprinkler Course; or
 - c. Qualified Apprentice Program (National Fire Sprinkler Association (NFSA) or Sprinkler Fitters Local 669);
3. NICET 2 Certification (or higher) in Inspection and Testing of Water Based Fire Protection Systems by the second renewal date.

B. FIRE ALARM TECHNICIAN

1. National Training School (NTS) Fire Alarm Installation Methods Course; or
2. Automatic Fire Alarm Association (AFAA) Basic or Intermediate Fire Alarm Systems Course; or
3. NICET 2 (or higher) Certification in Fire Alarm Systems.

C. NON-REQUIRED FIRE ALARM SPECIALIST

1. Any approved Fire Alarm Technician Course.

D. FIRE ALARM OWNER SPECIALIST

1. Any approved Fire Alarm Technician Course.

E. FIXED FIRE SUPPRESSION TECHNICIAN

1. National Association of Fire Equipment Distributors (NAFED) Engineered Extinguishing Systems Exam; or
2. NICET Level 2 (or higher) Certification Special Hazards Suppression Systems or previous Special Hazards Layout.

F. PRE-ENGINEERED SPECIALIST

1. Fire Protection Certification, Inc. (FPC) Pre-Engineered Suppression Course; or
2. NAFED Pre-Engineered Kitchen Fire Extinguishing System Technician Exam; or
3. NICET 2 (or higher) Certification in Special Hazards Suppression Systems or previous Special Hazards Layout.

G. KITCHEN SUPPRESSION SPECIALIST

1. FPC Pre-Engineered Suppression Course; or
2. NAFED Pre-Engineered Suppression Exam; or
3. NICET Level 2 (or higher) Certification Special Hazards Suppression Systems or previous Special Hazards Layout.

H. PORTABLE FIRE EXTINGUISHER/FIRE HOSE TECHNICIAN

1. FPC Portable Fire Extinguisher Course; or
2. LSU Fire & Emergency Training Institute Portable Fire Extinguisher/Fire Hose Testing Course; or
3. NAFED Portable Fire Extinguisher exam.

I. DOT HYDROSTATIC TESTING TECHNICIAN

1. Hydrostatic Equipment Manufacturer Certification Training; or
2. Department of Transportation (DOT) Approved Hydrostatic Testing Course.

2. PROPERTY PROTECTION TECHNICIANS

A. SECURITY TECHNICIAN

1. National Training School (NTS) Level 1 Certified Alarm Technician Course; or
2. Elite CEU Level 1 Course; or
3. Bank-Tec South Initial Security Certification Course.

B. SECURITY SALES SPECIALIST

1. NTS Understanding Alarms Course; or
2. ADT Security Services, Inc. Residential Upstart Course; or
3. Brinks University Sales Training; or
4. Sonitrol University Sales Training; or
5. Any approved Security Technician Course.

C. HOUSEHOLD FIRE SPECIALIST

1. NTS Residential Fire Alarm Course; or
2. Any approved Fire Alarm Technician Course; or
3. Any approved Security Technician Course.

D. CCTV SPECIALIST

1. NTS Video System Technologies Course; or
2. VIT Training Video Security Systems (CCTV) Essentials; or
3. Any approved Security Technician Course.

E. DOOR HARDWARE TECHNICIAN

1. Door and Hardware Institute Certification; or
2. Manufacturer Certification; or
3. Any approved Locksmith Course.

F. DOOR HARDWARE CONSULTANT SPECIALIST

1. Any approved Door Hardware Course.

G. LOCKSMITH (Electronic or Mechanical locks) TECHNICIAN

1. ALOA Six-Day Basic Locksmithing Course; or
2. ALOA Certified Registered Locksmith (CRL); or
3. ALOA Certified Professional Locksmith (CPL); or
4. ALOA Certified Master Locksmith (CML); or

5. Certificate of Graduation from a Department of Labor Apprenticeship Program; or
6. US Military School or Specialty Rating/Qualification/Designation; or
7. Lockmasters Security Institute Professional Locksmithing Course; or
8. Cothron's Locksmith Basic Field Locksmith Operations Course; or
9. Pop-A-Lock Fundamentals of Locksmithing Course; or
10. Bank-Tec South Initial Locksmith Certification Course; or
11. Elite CEU General Locksmith Certification Course.

H. BANK LOCKING SPECIALIST

1. Any approved Locksmith Course.

I. BANK LOCKING AUXILLARY SPECIALIST

1. Any approved Locksmith Course.

J. DETENTION LOCKING SPECIALIST

1. Southern Folger Detention Equipment Company Certified Detention Equipment Field Operations Contractor Program; or
2. Any approved Locksmith Course.

K. SPECIAL LOCKING SPECIALIST

1. NTS Electronic Access Control Course; or
2. Any approved Security Technician Course; or
3. Any approved Locksmith Course.

L. GATE SYSTEMS SPECIALIST

1. Institute of Door Dealer Education and Accreditation (IDEA) Gate Operator Installer Certification; or
2. Any approved Security Technician Course; or
3. Any approved Locksmith Course.

General Requirements for Qualifiers

All Qualifiers must meet the minimum Technician or Specialist certification requirements for the endorsements they wish to qualify and any additional certifications or training set forth by these guidelines.

All Qualifiers must take all Core Training Courses by December 31, 2012. Courses taken no more than three years prior to this date will be accepted to fulfill this requirement.

Core Training Courses consist of the following courses:

1. Ethics Course and
2. Fire Marshal Administrative Rules Course

Core Training courses must be taken once every three (3) years.

Some Qualifiers must take the following courses based on the endorsement they are qualifying for:

1. Fire Marshal Plan Review Course and either
2. Life Safety NFPA 101 Course or
3. NTS Life Safety Course

These additional courses must be taken by December 31, 2013. Courses taken no more than three years prior to this date will be accepted to fulfill this requirement.

These additional courses must be taken once every three (3) years.

All certification courses or professional licenses must remain current and valid. Any additional requirements of the certifying party must be met.

Qualifier Requirements

3. LIFE SAFETY FIRMS

A. SPRINKLER

1. Certifications:
 - a. NICET 3 Certification (or higher) in Sprinkler Layout and Design or
 - b. Professional Engineer with a Mechanical or Fire Protection Endorsement
2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety Course

B. FIRE ALARM

1. Certifications:
 - a. NICET 3 Certification (or higher) in Fire Alarm Systems or
 - b. Professional Engineer with a Electrical or Fire Protection Endorsement
2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety Course

C. NON-REQUIRED FIRE ALARM

1. Certifications:
 - a. NICET 2 Certification (or higher) in Fire Alarm Systems (must be obtained by December 31, 2013) or
 - b. Professional Engineer with a Electrical or Fire Protection Endorsement (must be obtained by December 31, 2013)
2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety Course

D. FIRE ALARM OWNER

1. Certifications:
 - a. Minimum Specialist certification requirements
2. Core Training.

E. FIXED FIRE SUPPRESSION

1. Certifications:
 - a. NICET 3 Certification (or higher) in Special Hazards Suppression Systems or previous Special Hazards Layout or
 - b. Professional Engineer with a Mechanical or Fire Protection Endorsement

2. Core Training
4. Fire Marshal Plan Review Course
5. Life Safety Course

F. PRE-ENGINEERED FIRE SUPPRESSION

1. Certifications:
 - a. NICET 2 Certification (or higher) in Special Hazards Suppression Systems or previous Special Hazards Layout (must be obtained by December 31, 2013)
 - or
 - b. Professional Engineer with a Mechanical or Fire Protection Endorsement (must be obtained by December 31, 2013)
2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety Course

G. KITCHEN SUPPRESSION

1. Certifications:
 - a. Minimum Specialist certification requirements
2. Core Training
3. Fire Marshal Plan Review Course

H. PORTABLE FIRE EXTINGUISHER/FIRE HOSE

1. Certifications:
 - a. Minimum Technician certification requirements
2. Core Training.

I. DOT HYDROSTATIC TESTING

1. Certifications:
 - a. Minimum Technician certification requirements
2. Core Training.

4. PROPERTY PROTECTION FIRMS

A. SECURITY

1. Certifications:
 - a. National Training School (NTS) Certified Alarm Technician Level 2 (Advanced Burglar Alarm Technician Course and the Fire Alarm Installation Methods Course)
2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety Course

B. HOUSEHOLD FIRE

1. Certifications:
 - a. Minimum Specialist certification requirements
2. Core Training.

C. CCTV

1. Certifications:
 - a. Minimum Specialist certification requirements
2. Core Training.

D. DOOR HARDWARE

1. Certifications:
 - a. Door and Hardware Institute Certification
(must be obtained by December 31, 2013)
or
 - b. Manufacturer Certification
(must be obtained by December 31, 2013)
2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety Course

E. DOOR HARDWARE CONSULTANT

1. Certifications:
 - a. Door and Hardware Institute Certification
(must be obtained by December 31, 2013)
or
 - b. Manufacturer Certification
(must be obtained by December 31, 2013)
2. Core Training

F. LOCKSMITH (Electronic or Mechanical locks)

1. Certifications:
 - a. ALOA Certified Registered Locksmith (CRL)
(must be obtained by December 31, 2013)
2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety Course

G. BANK LOCKING

1. Certifications:
 - a. Minimum Specialist certification requirements
2. Core Training.

H. DETENTION LOCKING

1. Certifications:
 - a. Minimum Specialist certification requirements
2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety NFPA 101 Course

I. SPECIAL LOCKING

1. Certifications:
 - a. Minimum Specialist certification requirements

2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety NFPA 101 Course

J. GATE SYSTEMS

1. Certifications:
 - a. Institute of Door Dealer Education and Accreditation (IDEA)
Gate Operator Installer Certification
(must be obtained by December 31, 2014)
2. Core Training
3. Fire Marshal Plan Review Course
4. Life Safety NFPA 101 Course

Life Safety and Property Protection Continuing Education Requirements and Guidelines

Effective at the time of an individual's annual renewal, each individual license holder must document that he/she has obtained at least **eight (8)** contact hours of continuing education. Documentation will be in the form of a statement (provided on the license application) that the individual must sign affirming he/she has met the requirement.

The employer will also be required to affirm the employee has met the requirements by affirming such on the employee's renewal application (again provided on the application). Continuing education documentation is not required to be submitted with the application but must be kept on file in the employee's personnel file. This supporting documentation shall be maintained to facilitate verification when a facility inspection is performed by the fire marshal's office. All documentation must be dated within one year of the new renewal date.

Those who do not meet this requirement will not be renewed and shall be prevented from working in the industry. Administrative penalties will be pursued against those found falsifying documentation.

An employee may be granted contact hours for each time he attends any course or activity approved for continuing education. Training may be obtained in any state. It does not have to be received in Louisiana to be acceptable.

The maintaining of an individual's NICET certification will meet the requirements set forth by the Advisory Board.

Individuals must obtain at least 50% of their continuing education hours from categories number 1, 3, 4, 6 or 9 of the Approved Continuing Education Courses and Methods list.

Courses approved for Initial Certification are automatically approved for Continuing Education on an hour for hour basis of classroom attendance.

Approved Continuing Education Courses & Methods

The following courses and methods are approved for obtaining required contact hour credits.

- 1. Advisory Board Approved Training Courses** – Each of the following courses will provide the attendee the actual number of contact hours prescribed in the approved course syllabus. Total contact hour credits are given regardless of pass or fail status.

Currently approved courses:

- A. Any Automatic Fire Alarm Association (AFAA) course;
- B. Any National Training School (NTS) course;
- C. Any National Burglar and Fire Alarm Association (NBFAA) course;
- D. Any National Association of Fire Equipment Distributors (NAFED) course;
- E. Any Fire Protection Certification, Inc. (FPC) course;
- F. Any American Fire Sprinkler Association (AFSA) course;
- G. Any course accepted for maintaining a National Institute for Certification in Engineering Technologies (NICET) Certification in fire alarm, special hazards or fire sprinkler.
- H. Any Associated Locksmiths of America (ALOA) course;
- I. Any Lockmasters Locksmithing course;
- J. Any Foley-Belshaw Locksmithing course;
- K. Any Cothron's School of Professional Locksmithing course;
- L. The Identocard Systems Course;
- M. The Sonitrol University Sales Course;
- N. Any National Fire Protection Association Course.
- O. Hagemeyer Redline/D.O.T. Hydrostatic Testing Course.
- P. Any Elite CEU Locksmithing or Security Course.
- Q. SimplexGrinnell Training Courses.

- 2. Association Meetings** – **One (1)** contact hour per meeting (maximum) of an approved industry or endorsement related association.

Approved associations include:

- A. Louisiana Life Safety and Security Association;
 - B. National Burglar and Fire Alarm Association;
 - C. Louisiana Automatic Fire Alarm Association;
 - D. Automatic Fire Alarm Association;
 - E. National Fire Protection Association;
 - F. Central Station Association;
 - G. Security Industry Association;
 - H. National Association of Security Industry Regulators;
 - I. Life Safety and Property Protection Advisory Board;
 - J. Louisiana Automatic Sprinkler Association;
 - K. LouMiss Locksmith Association;
 - L. ArkLaTex Locksmith Association;
 - M. Louisiana Door Hardware Association;
 - N. Fire Suppression Systems Association;
 - O. American Society for Industrial Security.
- (Other associations may be accepted by the Advisory Board.)

3. **Manufacturer or Factory Training** – One (1) contact hour per actual number of contact hours of training received with a maximum of Eight (8) contact hours per day permitted.
4. **Other Technical Training** – One (1) contact hour per actual number of contact hours of training received with a maximum of Eight (8) contact hours per day permitted. This would be other technical training provided by equipment dealers, distributors, or other technical trainers which does not fall under other categories.
5. **Safety Training** - Two (2) contact hours per course (maximum) administered by a recognized training or safety organization. (First Aid, OSHA, etc.). Must be administered by a recognized governmental agency or government approved training organization.
6. **Industry related classroom study** One (1)- contact hour per actual number of contact hours obtained through a nationally or state accredited technical school, trade school, vo-tech school, college or university with a maximum of Eight (8) contact hours per course per day permitted.
7. **Business Development Training** - Two (2) contact hours per course (maximum). (Examples include leadership and supervision courses, marketing, insurance, etc.)
8. **Miscellaneous Contact Hour Offerings:**
 - **Counter Day** – One (1) contact hour for attending industry related equipment displays and training offered by manufacturers or distributors in an informal setting at the distributor's place of business.
 - **Elective Courses** – One (1) contact hour per course per day (maximum) for training of a generalized nature which is not endorsement specific.
 - **Employer In-House Training** - One (1) contact hour per course per day (maximum incremental) to the training administered by an employer to their own employees on either endorsement related or elective subjects.
 - **Industry Specific Trade Shows** – One (1) contact hour per show/event (maximum) regardless of the number of days of attendance of a concurrent show/event.
9. **Regulatory Training** - One (1)- contact hour per actual number of contact hours obtained for training taught by a federal, state or local regulatory agency.

Currently approved courses:

- a. LA State Fire Marshal Licensing Rules Course
- b. LA State Fire Marshal Plan Review Course

Course Acceptance Guidelines

• Initial Certification Request Guidelines

A. Present in person a thirty minute (maximum) overview of your certification course.

1. The presentation shall include the following:
2. Course syllabus
3. Contact hour credit
4. Course materials
5. Sample test
6. NFPA Code references
7. Cost of training and examination
8. Location of training and testing

B. Presenter should be able to answer the following:

1. Is the program registered with any recognized agency?
For example, The Department of Justice Antitrust Division or Federal Trade Commission, Bureau of Competition?
2. Is the program adopted by any other state for licensing?
3. How are exam questions developed and by whom?
4. What is the passing grade of the exam?
5. How is the exam administered (open book, proctored, on-line, etc.)?
6. What is the revision cycle of the exam?

C. Presenter should be able to discuss the qualifications of instructor which shall include:

1. The number of years in industry as trainer
2. Formal education/Credentials as instructor
3. Industry specific training/Experience on subject matter

• Continuing Education Request Guidelines

A. Submittal shall include the following:

1. Completed application
2. Course syllabus
3. Contact hour credit
4. Course material
5. Cost of training and testing
6. Location of training and testing

Forms

- **Certification & CEU Course Acceptance Form**

**LIFE SAFETY AND PROPERTY PROTECTION
CERTIFICATION COURSE AND CONTINUING EDUCATION COURSE ACCEPTANCE
REQUEST FORM**

Date of Request:	Please check the endorsement(s) the course is applicable for: <input type="checkbox"/> Sprinkler <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Hood Suppression <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> DOT Hydrostatic Testing <input type="checkbox"/> Security <input type="checkbox"/> Locksmith <input type="checkbox"/> CCTV <input type="checkbox"/> All Endorsements		
Company Name:			
Company Location:			
Company Phone Number:	Company Fax Number:	Company E-Mail Address:	
Company Website:			
Person Making Request:		Person's Title:	
Course Name:	Initial Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	Continuing Education? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How long has this course been taught?			
List any other public agency which has accepted this course:			
Agency Name:	Agency Address:	Agency Phone #:	

Add any additional names on rear of form.

For Office Use Only	
Notes:	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Approval/Rejection:
License Category Course Endorsement Reference:	

Forms

• Employer CEU Reporting Form



Louisiana State Fire Marshal
Life Safety & Property Protection License

Continuing Education Log

Employee Name:	License No.:	Time Period:
1. Advisory Board Approved Training (Actual approved hours)		
	Actual Hours	Contact Hours
2. Association-Related Meetings (1hour max. per meeting)		
3. Regulatory Training (1 hour per hour of training - 8 max. per day)		
4. Manufacturer/Dealer Certification Training (1 hour per hour of training - 8 max. per day)		
5. Safety Training (2 hour max. per course)		
6. Industry Related Classroom Study (1 hour per hour of training - 8 max. per course per day)		
7. Business Development Training - Two (2) contact hours per course (maximum)		
8. Miscellaneous Contact Hours (1 contact hour max.)		

ACKNOWLEDGEMENT

I hereby certify that I have successfully completed the contact hours listed above.

Total Contact hour _____

Signature (Employee)

Print Name

Date

As employer, I hereby certify that the employee has successfully complete the contact hours listed above.

Signature (Employee)

Print Name

Date

Definitions

Meeting (CH Accredited) – A structured member meeting of an approved industry or endorsement related association.

Licensing Category – Life Safety or Property Protection.

Business Development – Training that promotes industry or endorsement related professionalism or ethical business practices (management and/or self development).

Contact Hour (CH) – One hour unit for any approved contact hour training or approved contact hour method. (may be incremental)

Endorsement Related Training – Training specific to a particular licensing sub-category. This type of training can only be obtained for those endorsements currently held by the license holder.

Counter Day – Industry related equipment displays and training offered by manufacturers or distributors in an informal setting at the distributors place of business.

Industry – Business activity regulated by RS 40:1664.1 et seq.

Regulatory Training – Training offered by a recognized government agency or government approved training organization.

Trade Show – Industry related event consisting of exhibits of manufacturer, distributor, or business operation offerings.

Elective Course – Optional training of a generalized nature which is not endorsement specific.

Employer In House Training – Training taught by an employer, to his own employees, on both endorsements related or elective subjects.